

24 APR 1975

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : FY 1975 Annual Personnel Plan

REFERENCE : Your memorandum dated 10 Apr 75,
Subject: FY 1975 Annual Personnel
Plan

1. In referenced memorandum you asked that more emphasis be placed on inter-Directorate rotational assignments and training, particularly language training. As you know, I have initiated action with the DDO to increase rotational assignments and am now planning for the assignment of six DDI officers to four overseas areas in DDO reports officer positions. I hope there will be more. I have also asked each office in the Directorate to review its training goals to be sure they are realistic in terms of resources available and to place needed emphasis on language training.

2. The following are my comments you requested on the four specific reports in the APP:

a. Group communication: Each office of the Directorate has held office-wide or special group meetings during the past year. In addition, I have held a meeting of a cross-section of Directorate employees in the auditorium and a discussion meeting with all supergrade personnel.

b. Professional women employees: I am aware that the time-in-grade for women at GS-13 and above is significantly longer than for men at the same grades. I discussed this with office and staff chiefs in a recent Directorate Career Service Board and they are aware of the unevenness. This Directorate has always had a forward-looking attitude toward the recruitment and advancement of women professionals. It is only now, however, that sufficient numbers are beginning to compete for the more senior level opportunities and I would expect to see a better balance begin to emerge in the near future.

c. Professional Input: I feel comfortable with our accomplishments and goals for the movement of clericals into professional ranks in this Directorate. I do not believe we are overloaded with upward mobility-type employees. Our higher goal for FY 76 is partly a reflection of the Advancement Opportunities Program I established this year. About 77% of our professional positions are filled by direct hire or through the CT program. I believe this to be adequate to insure we have officers with qualifications and potential for promotion to the most senior supervisory and management positions.

d. Average time-in-grade of professional employees: A review of average time-in-grade of professional employees in each Career Service Sub-group indicates that there is appropriate uniformity and that the differences are for good reason. Four of the production offices (OCI, OER, OSR, and OPR) have a shorter time-in-grade experience beginning at GS-12 than OGCR and the three service offices (CRS, FOIAb3b1 and IAS). This is a result of attrition rates at higher grades in the production offices and partly a result of lack of headroom caused by stabilized or reduced ceilings in the service organizations and OGCR, and partly because there are fewer higher-graded positions in the services. Given these limitations, I believe our professionals across-the-board are afforded a reasonable rate of progress.

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EDWARD W. PROCTOR
Deputy Director for Intelligence